

Minutes
#06-11-12
Monday, September 26, 2011
SALARIES AND GRIEVANCES COMMITTEE
THIRD FLOOR CONFERENCE ROOM - CITY HALL

DATE: Monday, September 26, 2011

TIME: 4:00 pm

PLACE: City Hall
Third Floor Conference Room

Members: Alderpersons, Chair Cory Roeseler; Vice Chairman Scott Versey;
Jean Kittelson, Jeremy Dekker, Kevin Sampson

Ex-officio Member: Tom Rice Director of Human Resources and Labor Relations

Excused: Ald. Dekker

Others in Attendance: Mary Rajer, Mark McDonald, Marge Mattern, Dolcye Johnson, Sue Richards, Nancy Buss, Mark Pawasarat, Mil Storm, Chief Hermann, Chief Domagalski, Judge Delahunt, Gerry-Ann Porter, Kathy Hoffman, Julie Kath, Ald. Heidemann, Ald. Bohren, Ald. Hammond, Paula Haelfrisch, Jack VanderWeele, Mark Zehfus, Mike Thieme, Steve Sokolowski, Wendy Gorges, Eldon Burg, Steve McLean, Dan Benson, Sheboygan Press

OPEN:

1. Call meeting to order.

Ald. Roeseler called the meeting to order at 4:00 pm.

2. Pledge of Allegiance.
3. Approval of the September 12, 2011 Minutes.

Motion by Ald. Versey, Second by Ald. Kittelson to approve the minutes,
Ayes: 4, Nays: 0.

4. Discussion and possible action regarding the Vacant Position Approval Form for the Finance Department/Cashier.

Nancy Buss explained that the Finance Dept. will start collecting taxes in December. Currently there is only 1 cashier in the Finance Dept., working part-time 20 hours per week and 10 hrs per week in the Municipal Court. The Finance Dept. will need extra help collecting taxes and would like to make this position full-time. The pay grade would remain the same. When it's not tax time this person would be doing additional duties/responsibilities.

Judge Delahunt stated that due to the fact that she will be losing the 10 hour person she would like her other part-time employee in Municipal Court (who currently works 30 hours per week) work the additional 10 hours which would put her full-time, with the additional duties as stated on the revised job description.

The money is not in the budget for this year but it is included in the 2012 budget. This position would stay at the same pay grade.

Both of these positions would now be considered new hires and would fall under the new employees provision.

Motion by Ald. Kittelson to approve the Vacant Position Approval Form for both positions and the revised job description for the Municipal Court Clerk, Second by Ald. Versey.

Ayes: 4, Nays: 0.

5. Discussion and possible action regarding the Vacant Position Approval Form for the Municipal Court/Municipal Court Deputy Clerk and the revised job description.

This item was discussed with item #4

6. Discussion on concerns from Marge Mattern stating her opinion regarding the issues of City Administrator/Mayor/Requirements for hiring a City Administrator, etc.

Marge stated her concerns and stated that the Council should rescind the issue.

Ald. Kittelson thanked Marge for bringing in her concerns.

Matters Referred

7. R.C. 177 -11-12 An R. C. by Com. of the Whole making a favorable
Council Doc. 12-44 Benefits Proposal recommendation to the Council on the 2012

Tom explained the Benefits Proposal for 2012 and stated that the health and dental premiums will not be increased for 2012.

Under Discussion:

Ald. Roeseler proposed to have the City pay a fee to the employees should they choose not to take City's insurance, just throwing it out there for ideas, that's what's happening in the private sector. I wouldn't have a problem with it. I propose to pay \$1200 per year to employees who choose not to take the City's plan. Unused sick leave after you retire, if you so chose, have a cash payout, this may encourage the employees to drop the City's plan. A cash payout of 50% maybe an incentive for employees, after they retire, if they leave the City's insurance.

Motion by Ald. Kittelson to pay out a \$1200 lump sum to employees who choose to leave the City's Health Insurance Plan. Second by Ald. Versey Ayes: 4, Nays 0.

Unused Sick Leave and Good Attendance: Motion was made stating if the employee chooses not to continue on the City Insurance Plan, they would be eligible to receive 50% cash payout of what they are qualified for. Ayes: 4, Nays: 0

A motion was made to have The Retirement Credit payout 100% in 2011, \$30.00/month in 2012 \$20.00/month in 2013, and \$10.00/month in 2014 , motion to approve by Ald. Kittelson, second by Ald. Roeseler, Ayes: 2, Nays: 2 (Ald. Sampson, Ald. Versey) tie vote, motion fails.

Motion was made to have the entire packet as amended sent to Council with a favorable recommendation by Ald. Versey, Second by Ald. Sampson, Ayes 4; Nays 0.

8. G.O. 24-11-12 An Ordinance creating Division 5 of Article II of Chapter 2
Council Doc. 11-62 of the Municipal Code relating to the position of Chief
Administrative Officer.

Hand out by Tom the revised job description for the Chief Administrative Officer. Tom stated there were minor changes to the Job description, reports to the Mayor and Council President, and #8 attends meetings took out the word "all".

After further discussion, a motion was made to have the Chief Administrative Officer report to the Council President; on #5 consults with the Mayor add "and Common Council"; under the education requirements instead of "preferred" change to "required"; add five years functioning in a senior leadership position; Include all non-elected department heads report to the City Administrative Officer. Motion to approve the amendments and forward to Council by Ald. Versey, Second by Ald. Kittelson, Ayes: 3, Nays: 1 (Sampson)

9. G.O. 25-11-12 An Ordinance amending Section 29-75 of the 1975 Sheboygan
Council Doc. 11-63 Municipal Code so as to add/delete positions in the Mayor's
Office and the Finance Department Table of Organization.

Motion to file by Ald. Kittelson, Second by Ald. Versey
Under discussion

Ald. Versey retracted his second, Ald. Kittelson retracted her motion.

After further discussion of the G.O. a motion was made to strike #5, (changing the position of Deputy Finance/Treasurer to Treasurer in the Finance Department) and Section 3 which would reflect an Interim Chief Administrative Officer.

Tom stated he will work with Sue Richards on drafting up an amended ordinance (substitute ordinance) which would be striking #5, changing/amending A, 6, and 3.

Motion to approve as amended by Ald. Versey, second Kittelson, Ayes: 3, Nays: 1 (Sampson)

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| 10. | Res. No. 63-11-12
Council Doc. 10-51 | A Resolution establishing a policy prohibiting use of personal cell phones by City employees while operating City vehicles. |
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Under discussion:	Tom mentioned that the City currently has a Cellular/Digital/Picture Phone Usage Policy. A motion was made by Ald. Kittelson to file the communication and have the department heads receive a copy of the policy, so they can explain the policy to their employees. Second by Ald. Versey. Ayes: 4, Nays: 0.
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Closed Session:

A motion was made to convene in closed session for the item(s) below under the exemption provided in Sec. 19.85 (1)(e) WI Statutes for the purpose of conducting specified public business whenever competitive or bargaining reasons require a closed session and Sec. 19.95(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

11. Negotiations update

Motion to reconvene in open session by Ald. Kittelson, Second by Ald. Versey. Ayes: 4, Nays: 0

Open:

12. Set date and time of next Committee meeting.

Monday, October 10, 2011. – Second Floor Conference Room, City Hall.

13. Adjourn.

Motion to adjourn by Ald. Kittelson, Second by Ald. Sampson, All Alderperson voting
Ayes

Persons with disabilities who need accommodations to attend the meeting should contact the Human Resources Department at the following address as soon as possible: City Hall, Room 204, 828 Center Avenue, Sheboygan, WI. PH: 920/459-3373.